



October 6, 2016

EPA

VIA EMAIL:

**RE: Oregon Public Records Request
The Mail Tribune
Medford, OR**

Dear Records Officer:

- (1) Please email the following records if possible:

Tetra Tech Inc. (Tetra Tech) is conducting a Phase I Environmental Site Assessment (ESA) at four parcels belonging to The Mail Tribune in Medford, Oregon. The four properties of interest are at the following addresses in Medford:

- 111 North Fir Street
- 33 North Fir Street
- 201-233 North Grape Street (approximate address)
- 2-98 North Holly Street (approximate address)

To further illustrate the properties of interest, a marked tax map is attached. This investigation is being conducted in order to identify evidence of any recognized environmental conditions (REC) that may have an adverse environmental impact upon the subject property. Tetra Tech is requesting any records you may have concerning the properties of interest. These types of records may include but are not limited to: any permits such as building permits, complaints or spill reports of hazardous chemicals, inspection reports, as well as drawings, maps, and plans.

Any assistance from your office would be greatly appreciated.

- (2) If all the requested records cannot be emailed to me, please inform me by email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).
- (3) If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD.
- (4) If my request is too broad or does not reasonably describe the records, please contact me via email so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated.

If it is necessary to modify my request, and an email response is not preferred, please contact me at the following telephone number: 585-417-4003.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and email address of the person or body to whom an appeal should be directed.

Thank you in advance for spending time on this matter.

Sincerely,

Hanni Haynes
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Rochester, NY 14624
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